

Welcome to the eSTART InTouch® DX Terminal training session.

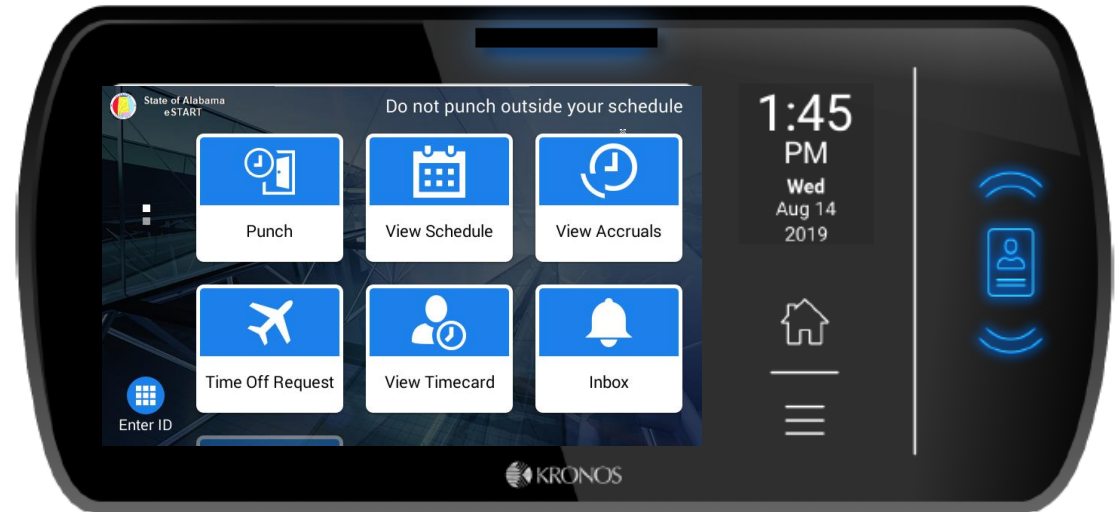
The following topics will be covered:

- Navigating the eSTART InTouch® DX Terminal
- Using the Soft Keys to perform various functions
- Rejected Punches
- Cleaning the Terminal device

What is the eSTART InTouch® DX Terminal?



1. Employees have access to the information they need, when they need it.
2. Employees may view and manage their own information, including:
 - Request time off
 - View and approve timecard
 - View accrual balances
 - View current schedule
 - Approve Timecard



How to Use the InTouch® DX Terminal

Indicator Lights

Green indicates a punch was successful.

Red indicates when the punch was not successful.

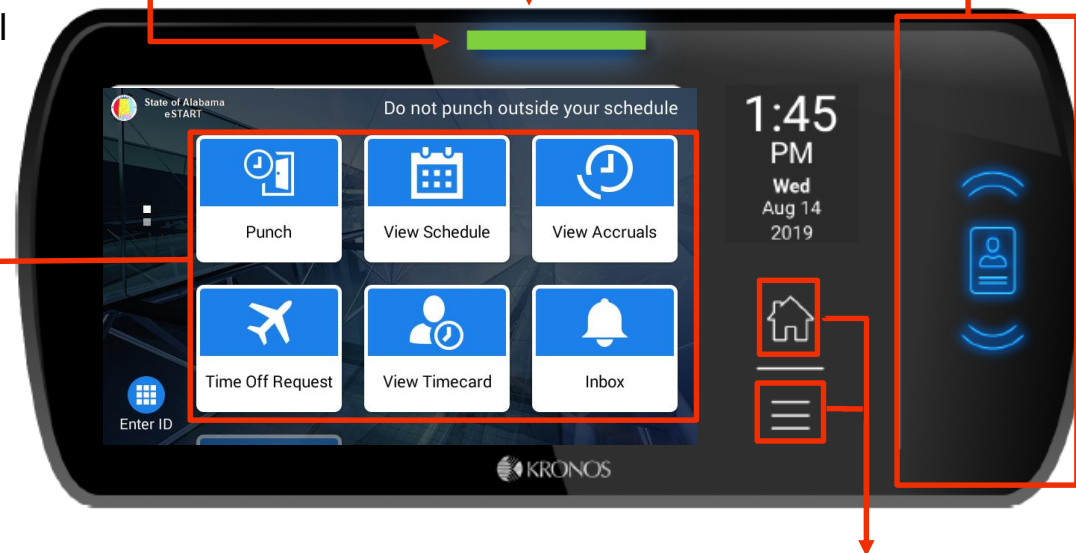
Yellow indicates whether the terminal is recycling power.

Biometric Device
(located on top of unit)

**Badge Slot/
Proximity Reader**
(not used)

Soft Keys

Select soft keys to perform transactions such as Time Off Requests.



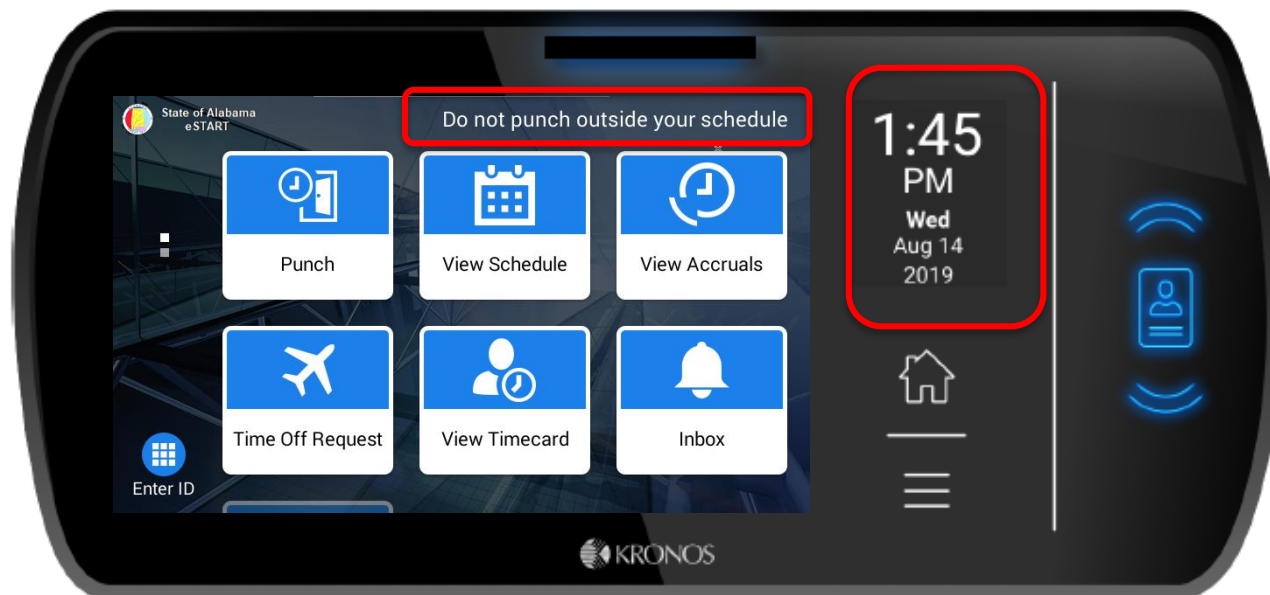
Navigation Keys

Home key returns to the home screen.

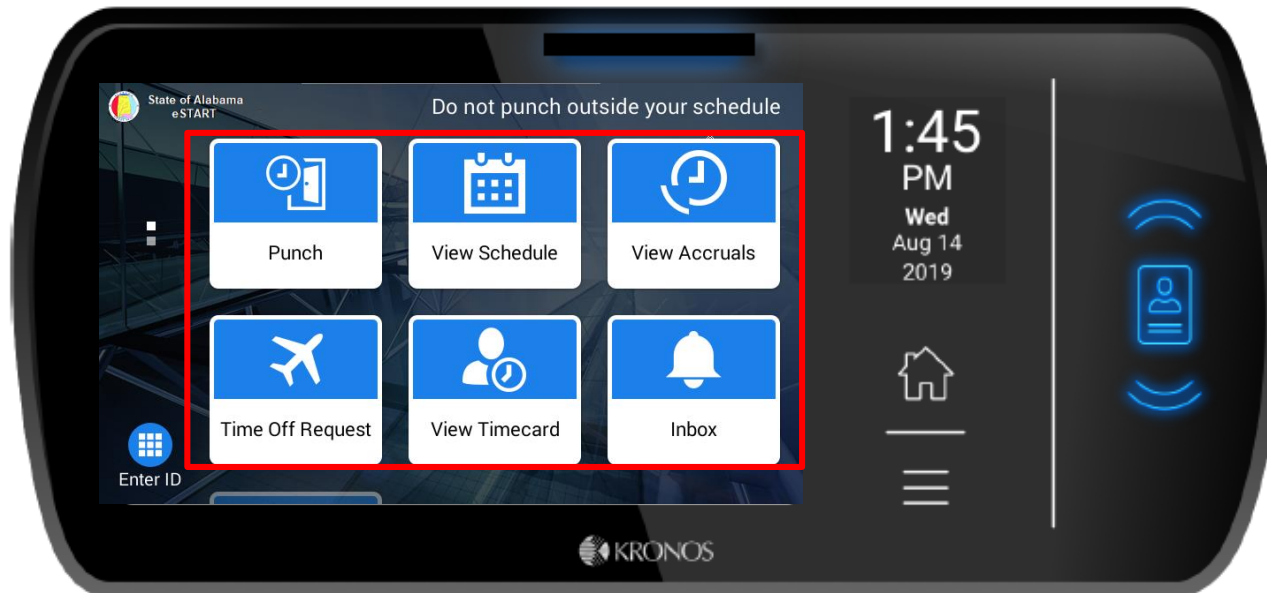
Menu key is used by managers only for Maintenance and Clean Touchscreen modes.

Important company messages may display at the top of the screen.

Additionally, the current day of the week, date and time display on the right side of the InTouch® DX Terminal.



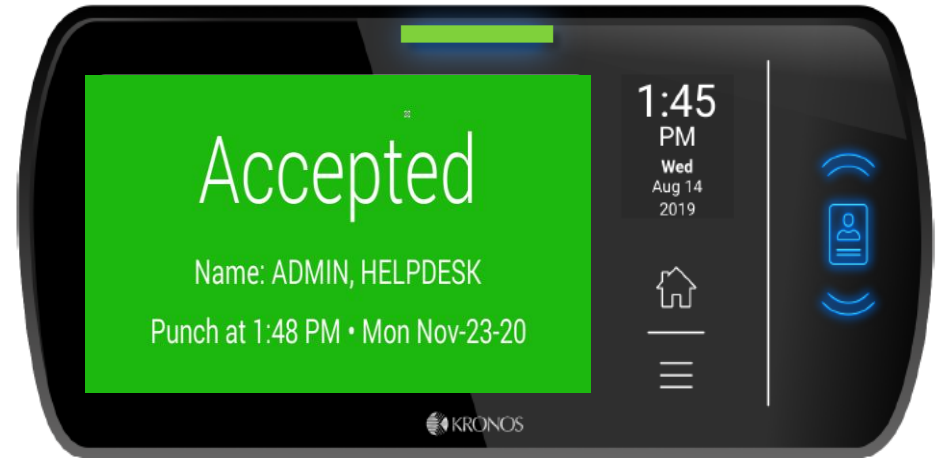
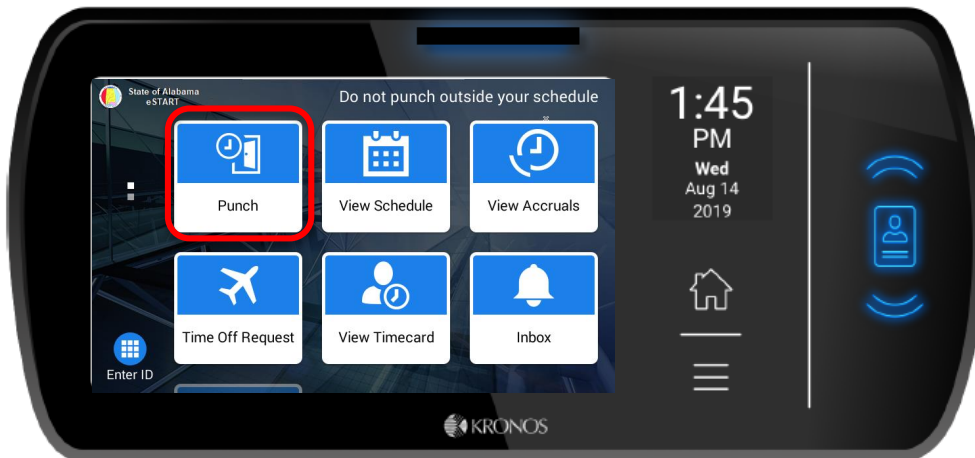
To select a soft key, select the corresponding icon on the display that represents the task to be performed. When a soft key is selected, the employee is prompted to perform a biometric authentication (finger scan).



NOTE: Please see the separate job aid for authenticating using the biometric add-on device located at the top of the InTouch® DX Terminal.

Recording a Punch

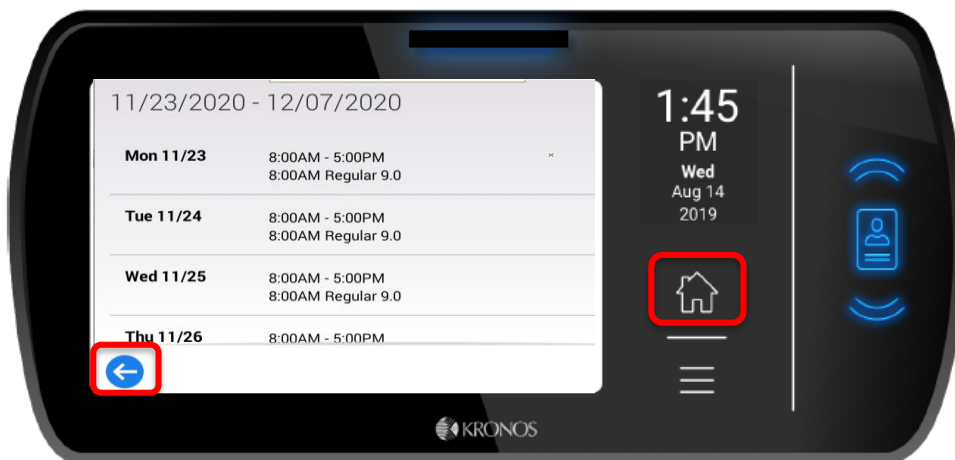
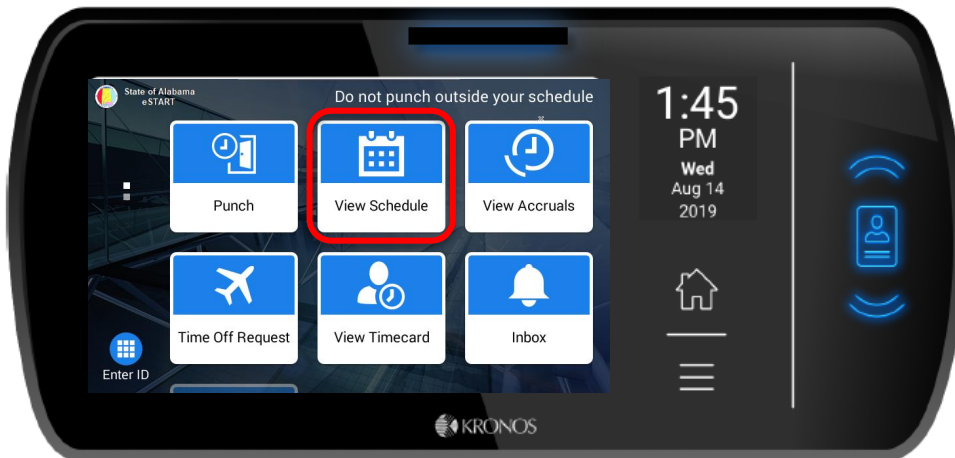
To record a punch, the employee will perform a finger scan. A successful recorded punch will display a green indicator light as well as a message that reads “Accepted”. The recorded date and time also displays at the bottom of the message. If the finger scan is unsuccessful, a red indicator light will display as well as the “Rejected” message.



NOTE: A manager must also enter his ID number in order to punch. Else, the finger scan alone will automatically access Manager Mode.

View Schedule

To view a schedule, select the **View Schedule** soft key and perform a finger scan. When the schedule displays, use the arrow navigation keys located on either side of the screen to navigate the schedule. To view the schedule in more detail, select a date to view.

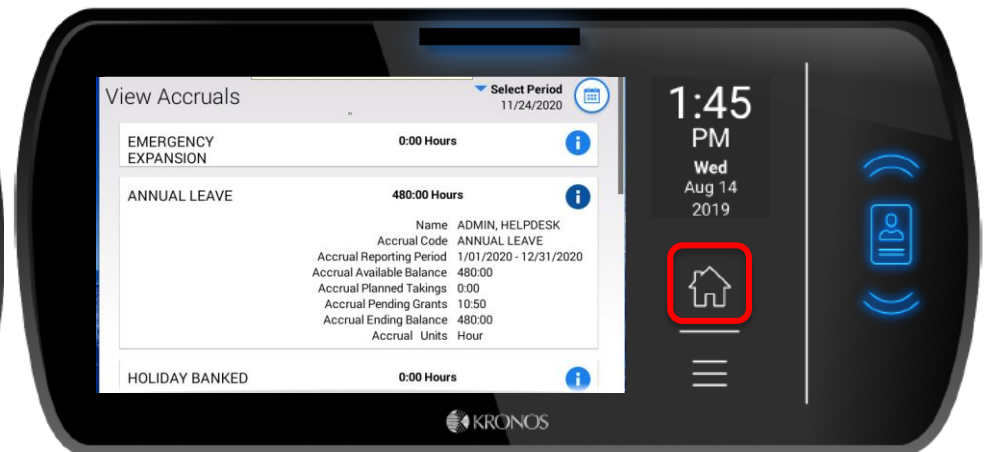
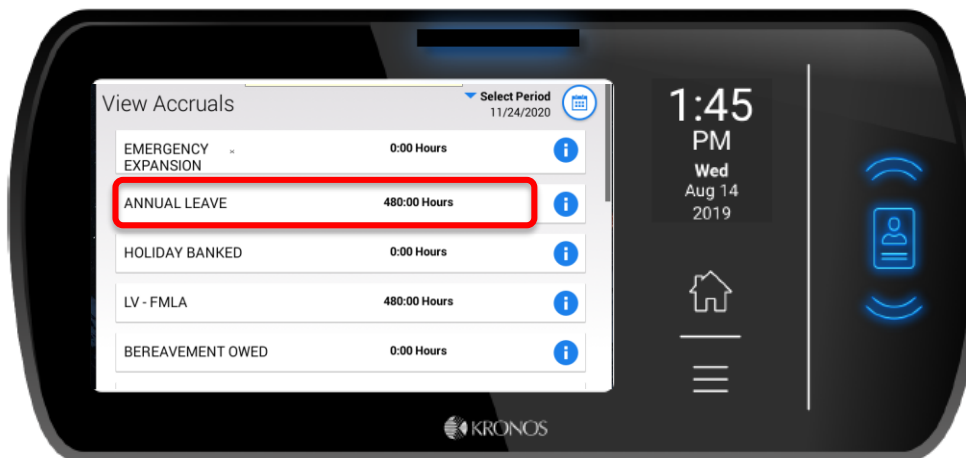
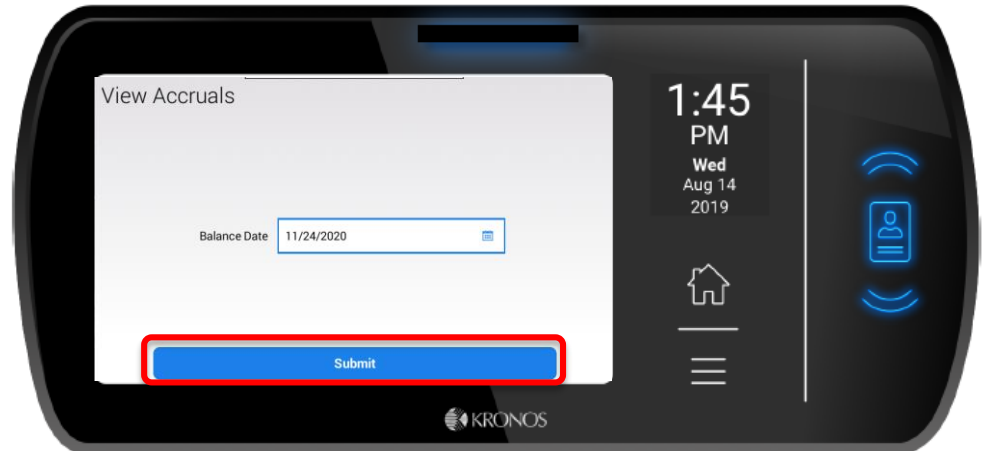
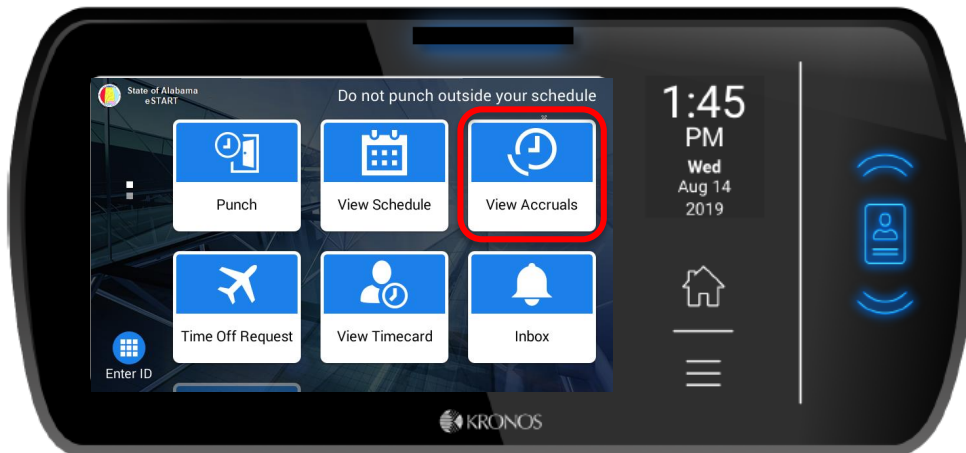


Close the screen by selecting the **Back (arrow)** button in the lower left corner of the screen.

To return to the main menu, select the **Home** key located on the face of the clock.

Viewing Accruals

To view accrual balances, select the **View Accruals** soft key and perform a finger scan. Select the **Balance Date**, then select **Submit**. The pay code balances display. To view a balance in more detail, select the pay code. To return to the main menu, select the **Home** key.

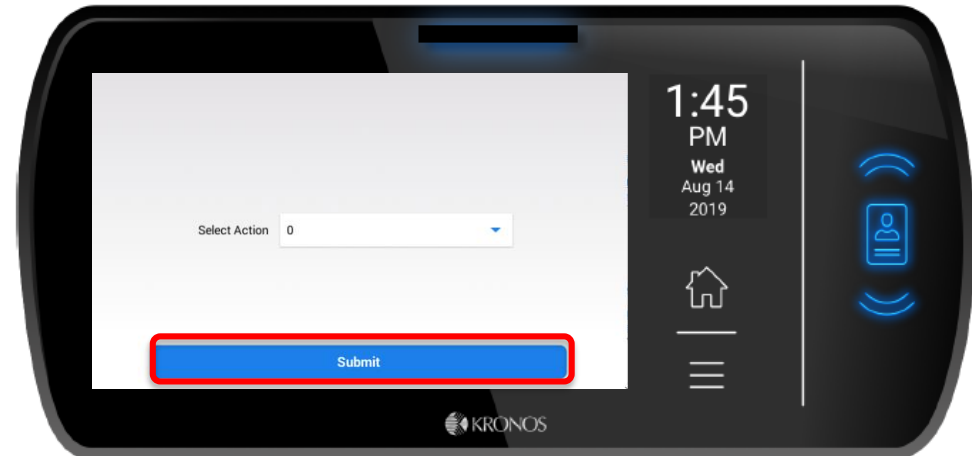
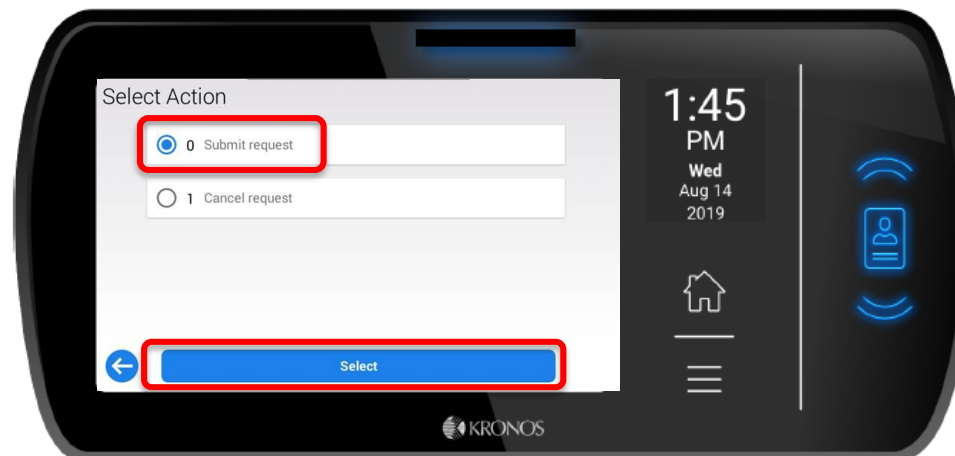
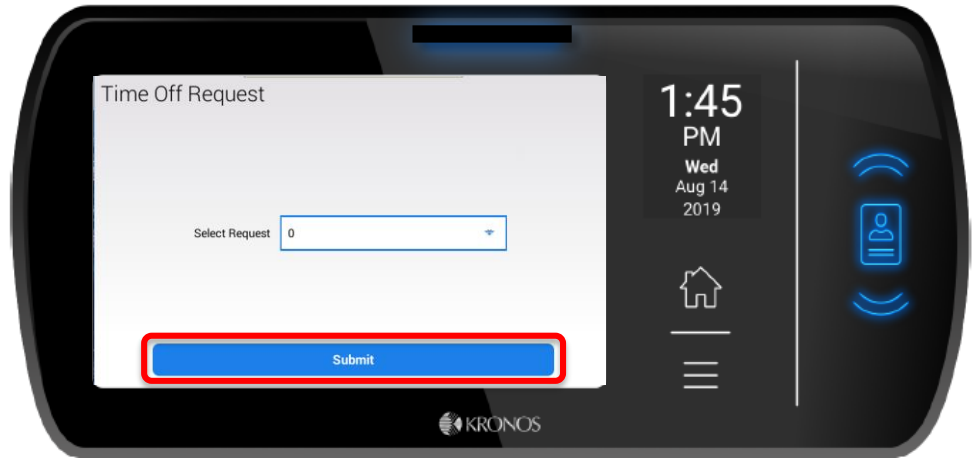
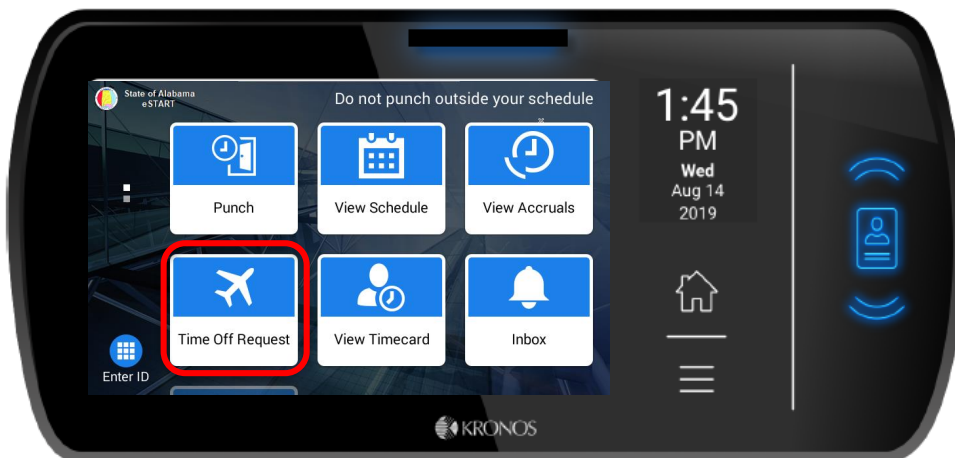


Time Off Request – Full Day

1. Select the **Time Off Request** soft key and perform a finger scan.
2. The **Select Request** field contains only a **0** for a Time Off Request, so choose the **Submit** button to proceed.
3. Choose the **Submit Request** option, then the **Select** button.

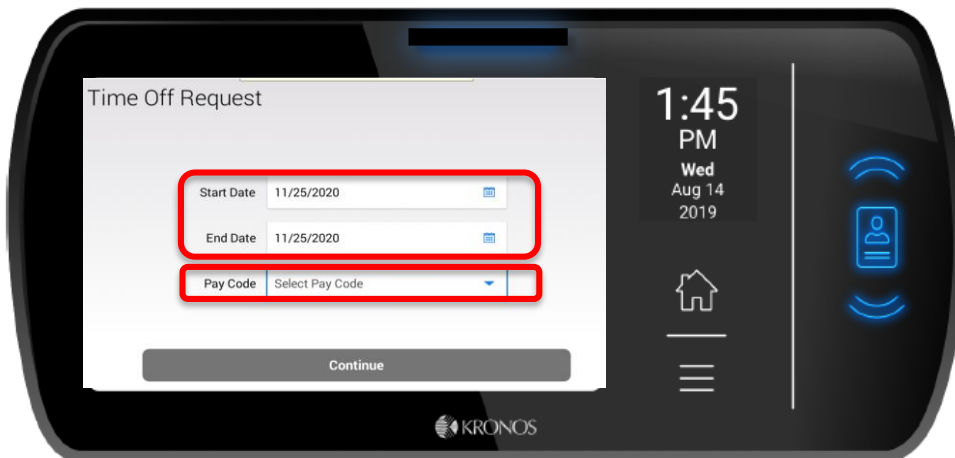
NOTE: To cancel a request, select the **Cancel Request** option instead.

4. The next screen will display a **0** if **Submit Request** is selected or a **1** if **Cancel request** is selected. Select the **Submit** button to proceed.



Time Off Request – Full Day

5. Next, select the **Start Date** and **End Date** of the leave from the calendar.
6. Then select the **Pay Code** option. From the **Pay Code** screen, choose the desired leave type or scroll down through the available leave types, then choose the desired type. Choose the **Select** button to proceed.
7. A verification screen displays and populates the number associated with the pay code, in this case **0**. Select **Continue**.
8. From the next screen, select the **Duration** field.



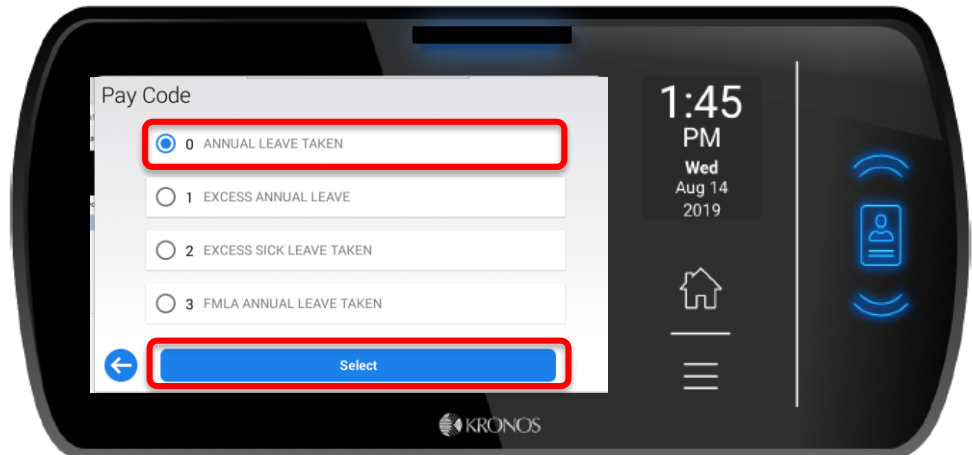
Time Off Request

1:45 PM
Wed Aug 14 2019

Start Date: 11/25/2020
End Date: 11/25/2020
Pay Code: Select Pay Code

Continue

KRONOS



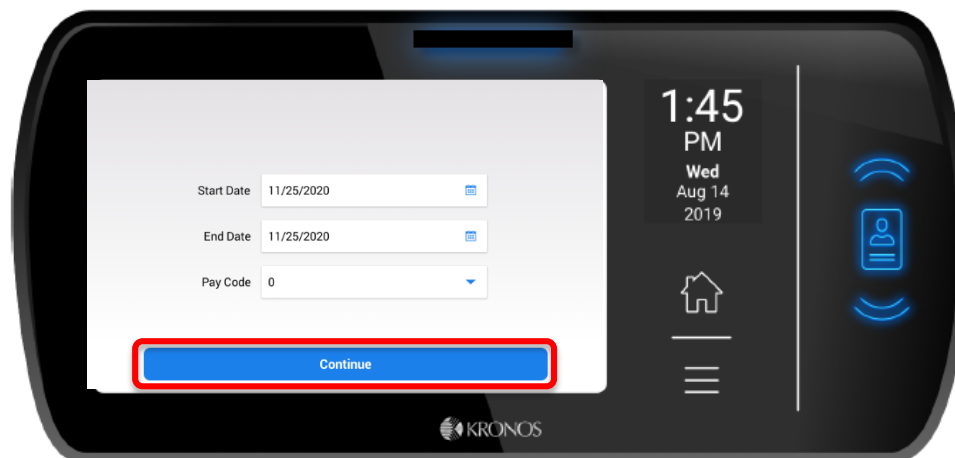
Pay Code

1:45 PM
Wed Aug 14 2019

☒ 0 ANNUAL LEAVE TAKEN
☐ 1 EXCESS ANNUAL LEAVE
☐ 2 EXCESS SICK LEAVE TAKEN
☐ 3 FMLA ANNUAL LEAVE TAKEN

Select

KRONOS

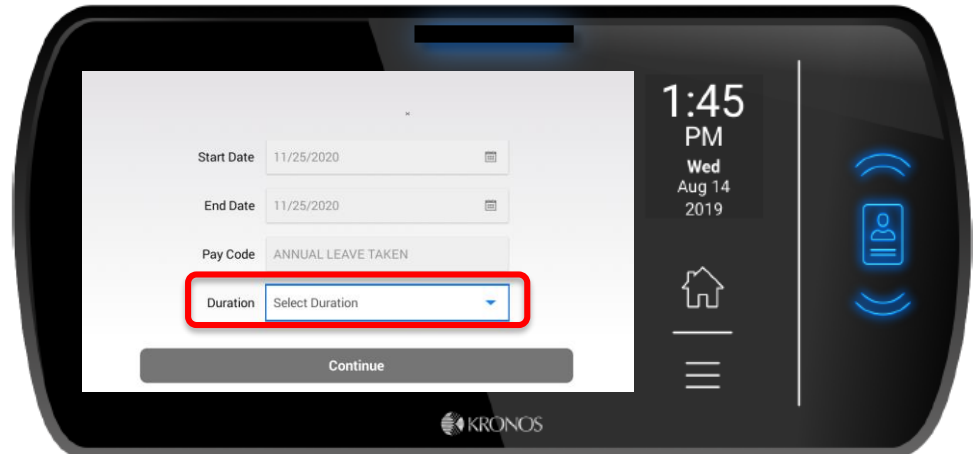


1:45 PM
Wed Aug 14 2019

Start Date: 11/25/2020
End Date: 11/25/2020
Pay Code: 0

Continue

KRONOS



1:45 PM
Wed Aug 14 2019

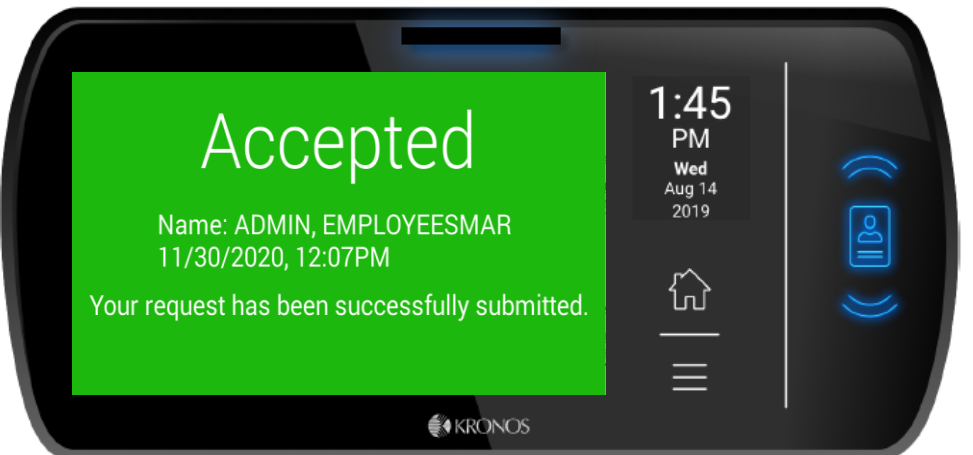
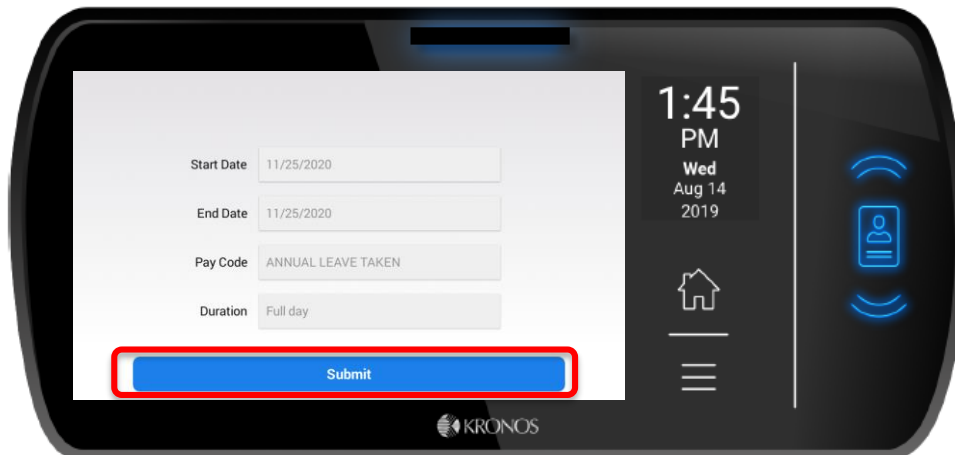
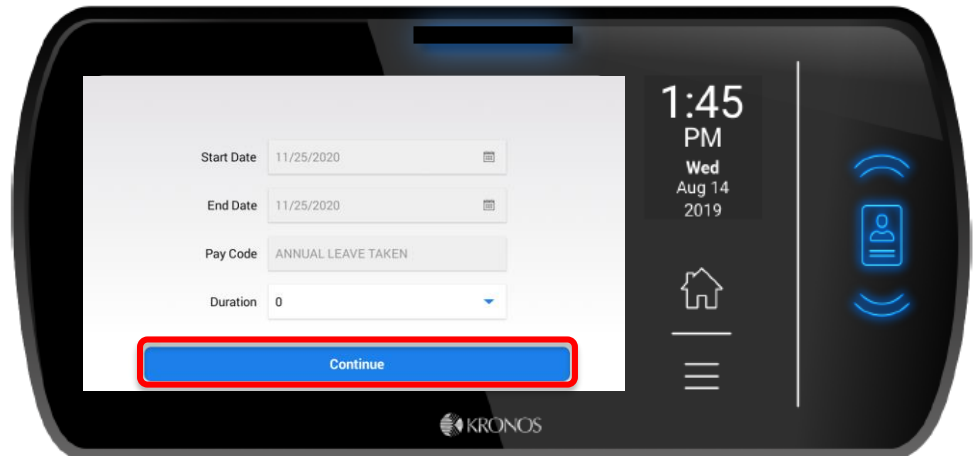
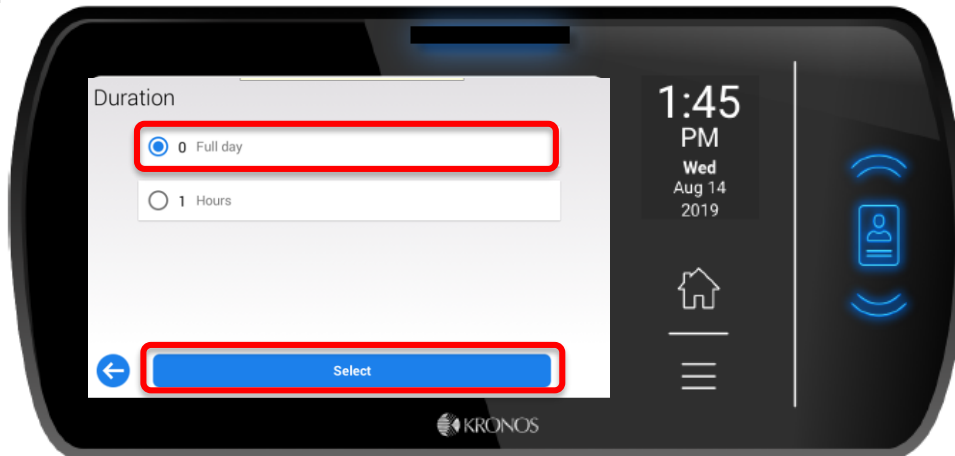
Start Date: 11/25/2020
End Date: 11/25/2020
Pay Code: ANNUAL LEAVE TAKEN
Duration: Select Duration

Continue

KRONOS

Time Off Request – Full Day

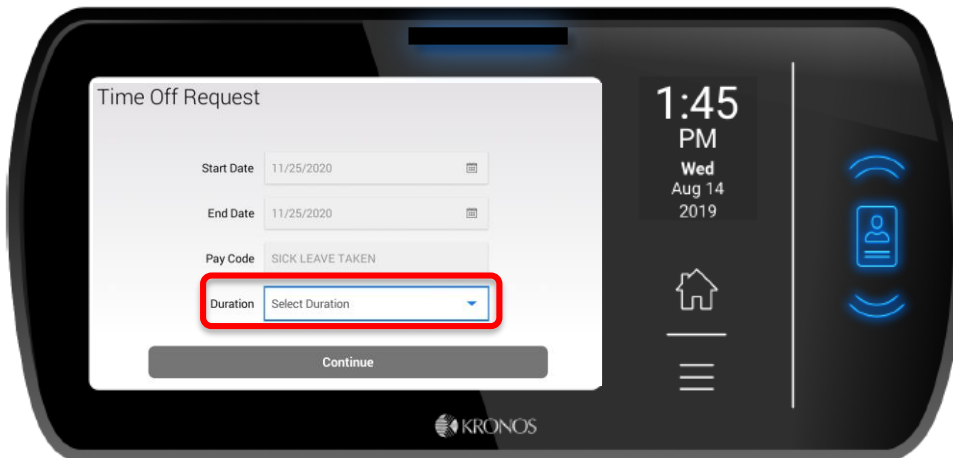
9. For a full day request, select **Full Day** from the **Duration** screen, then the **Select** button.
10. The verification screen displays a **0** in the **Duration** field for a full day request. No further information is required. Select **Continue**.
11. After review on the final screen, select the **Submit** button. A green **Accepted** message will display. If not, correct errors and re-submit.



Time Off Request – Hours

To request a partial leave day, follow steps 1-7 from the Full Day request above, but select **Hours** from the **Duration** screen.

1. Select the **Duration** field.
2. Select **1 Hours**, then the **Select** button.
3. The number **1** will display for a request in **Hours** in the Duration field on the next screen. Select **Continue**.
4. Select the **Start Time** field to enter the start time of the leave. **NOTE:** The start time field will default to the current time but must be entered in 15-minute increments.



Time Off Request

Start Date 11/25/2020

End Date 11/25/2020

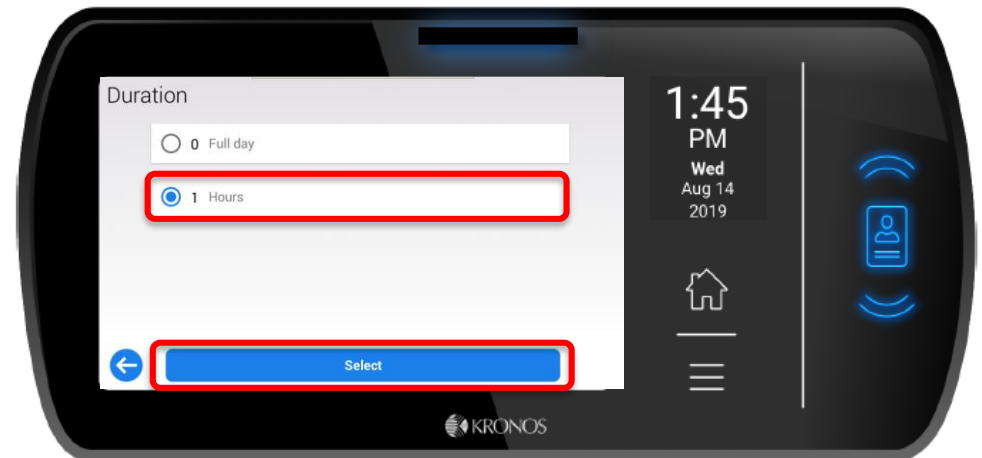
Pay Code SICK LEAVE TAKEN

Duration **Select Duration**

Continue

1:45 PM
Wed
Aug 14
2019

KRONOS



Duration

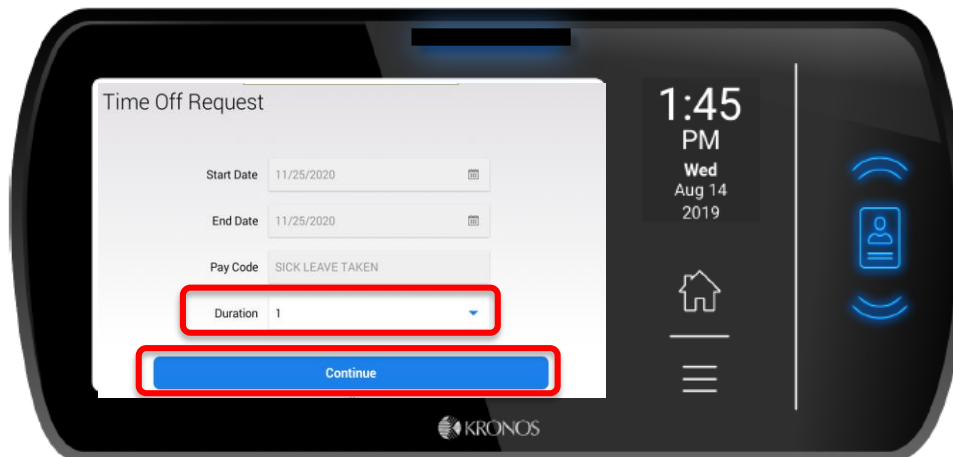
☐ 0 Full day

☒ **1 Hours**

Select

1:45 PM
Wed
Aug 14
2019

KRONOS



Time Off Request

Start Date 11/25/2020

End Date 11/25/2020

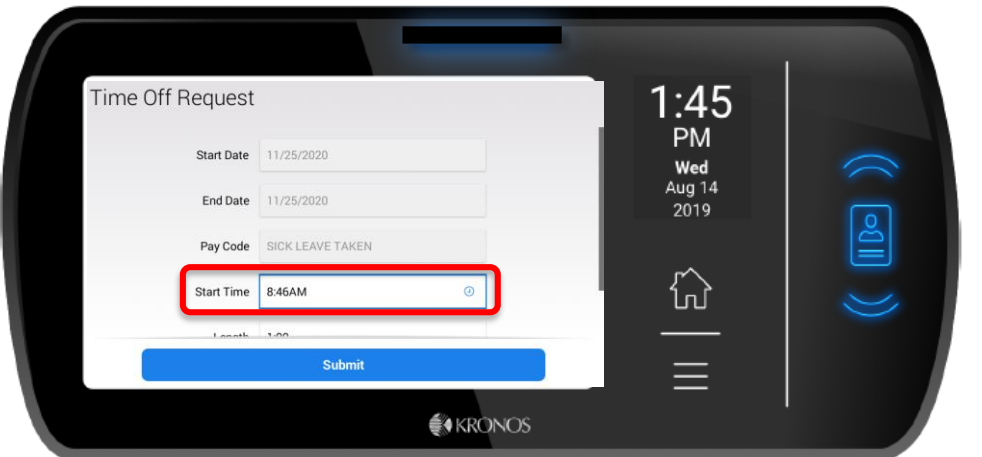
Pay Code SICK LEAVE TAKEN

Duration **1**

Continue

1:45 PM
Wed
Aug 14
2019

KRONOS



Time Off Request

Start Date 11/25/2020

End Date 11/25/2020

Pay Code SICK LEAVE TAKEN

Start Time **8:46AM**

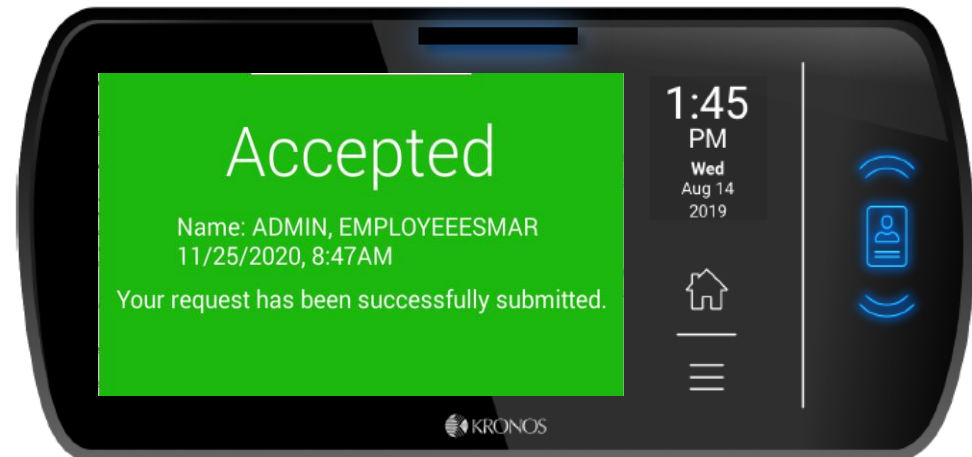
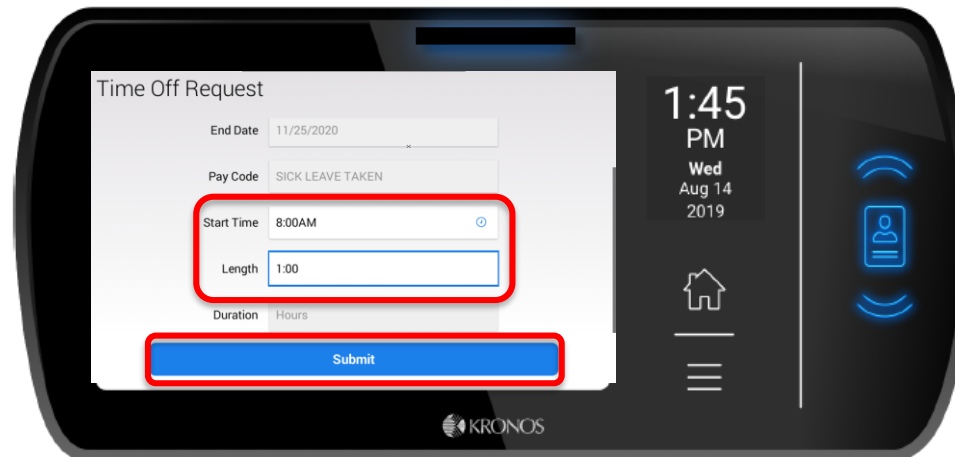
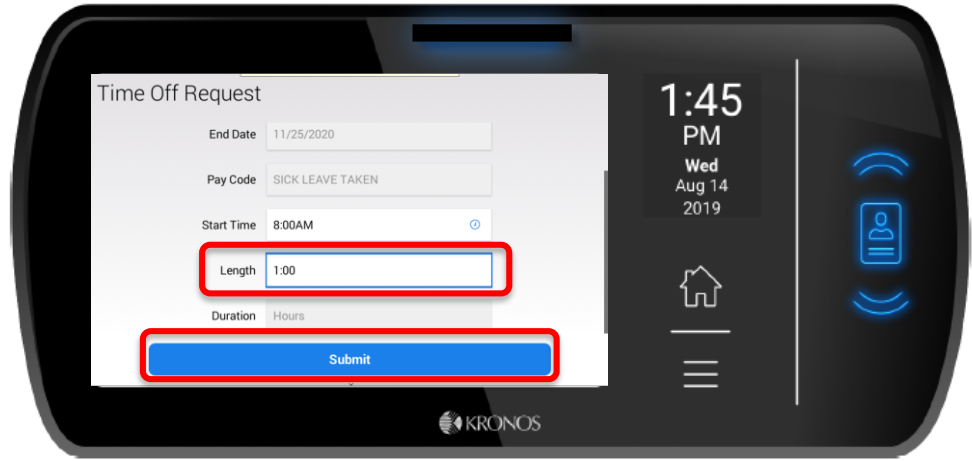
Submit

1:45 PM
Wed
Aug 14
2019

KRONOS

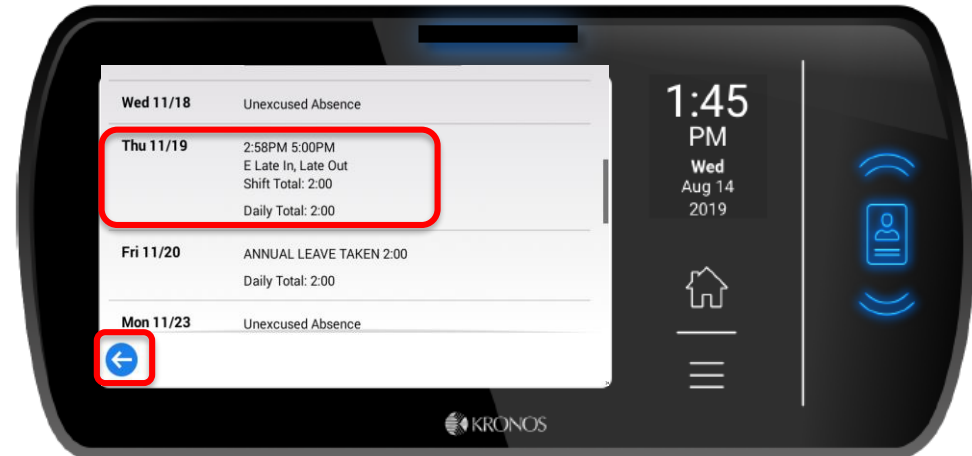
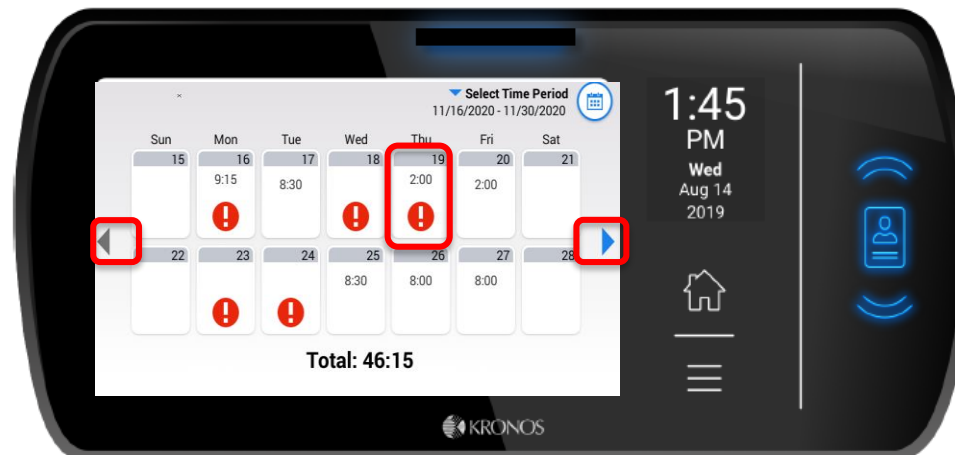
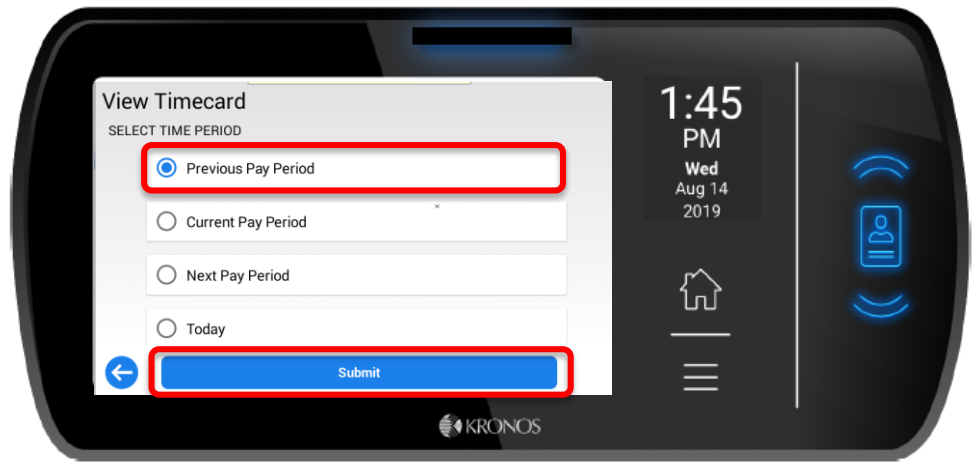
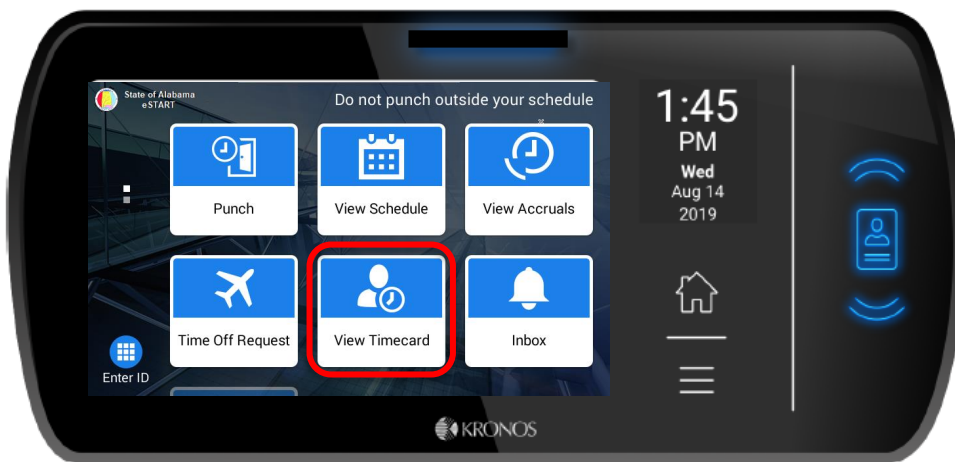
Time Off Request – Hours

- From the keypad, enter the Start Time of the leave, such as 8:00AM. The start time must always be entered in 15-minute increments. Also select the **AM** or **PM** button, then select **Enter**.
 - Key in the number of hours in the **Length** field from the keypad. The Length must be entered in 15-minute increments.
- NOTE:** The **Length** field defaults to 1:00 but may be changed if the request is for more than one hour.
- Review the request and if correct, select **Submit**. The **Accepted** message should display. If not, correct errors and re-submit.

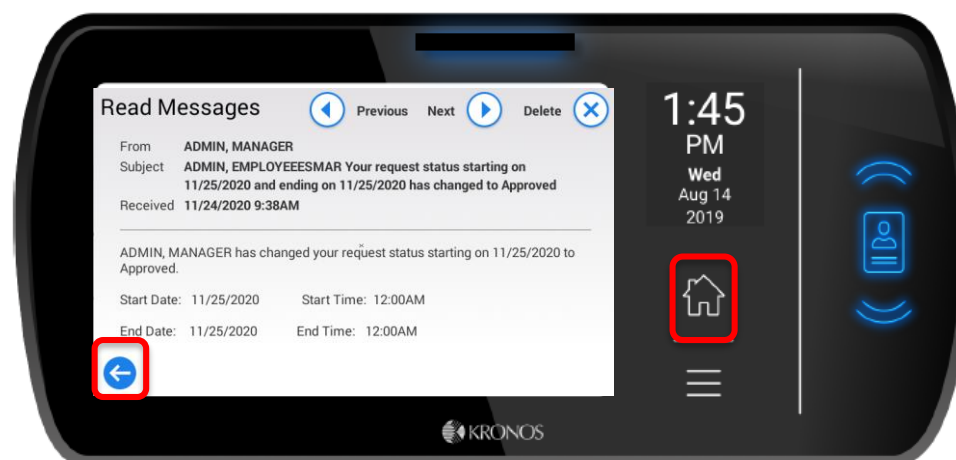
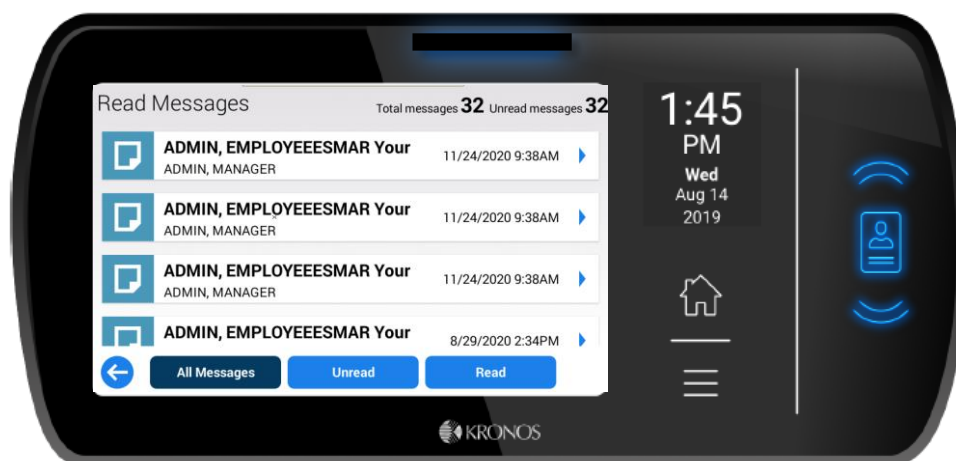


View Timecard

1. View your timecard by selecting the **View Timecard** soft key and performing a finger scan.
2. Select the desired timeframe to view such as Current or Previous Pay Period. Select **Submit**.
3. Once the timecard information displays, the navigation arrows on either side of the screen may be used to scroll through the timecard. **NOTE:** a red exclamation mark on a date denotes an exception to the timecard. Some examples of this are a late in or out punch, or a missed punch.
4. Select a date to view the exception details.
5. Use the back arrow to return to the timecard view. To return to the main menu, select the **Home** key.

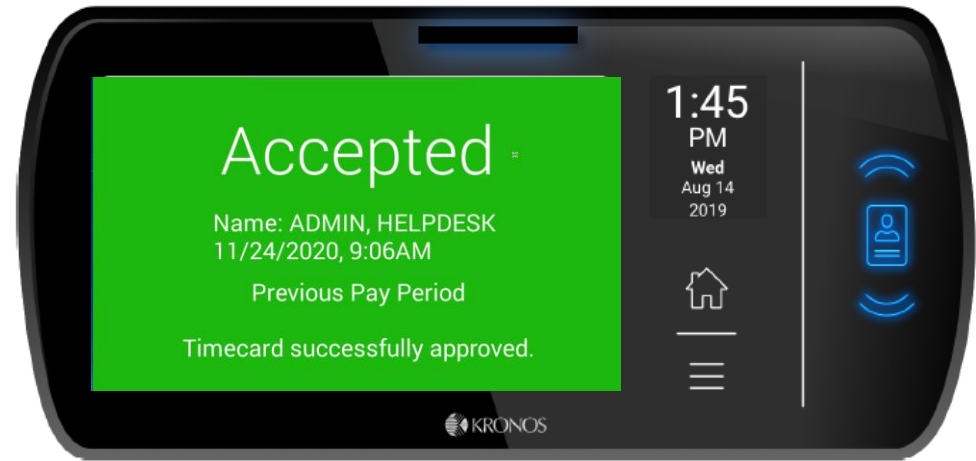
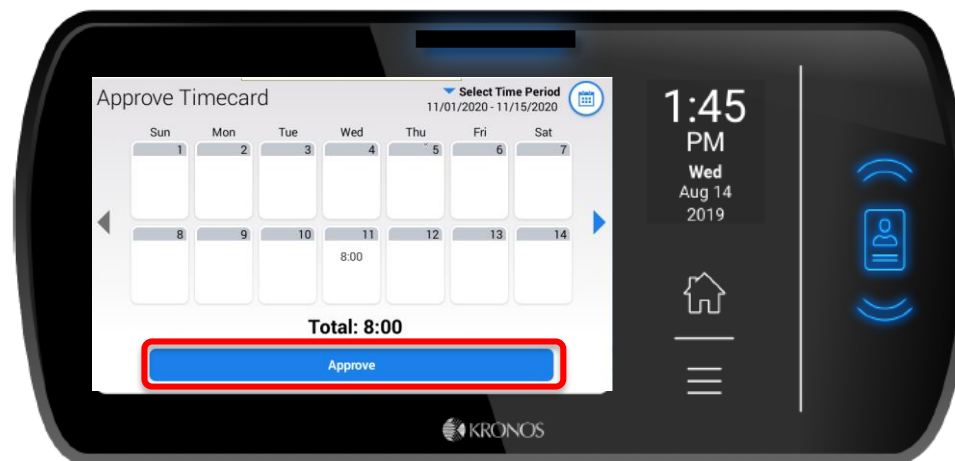
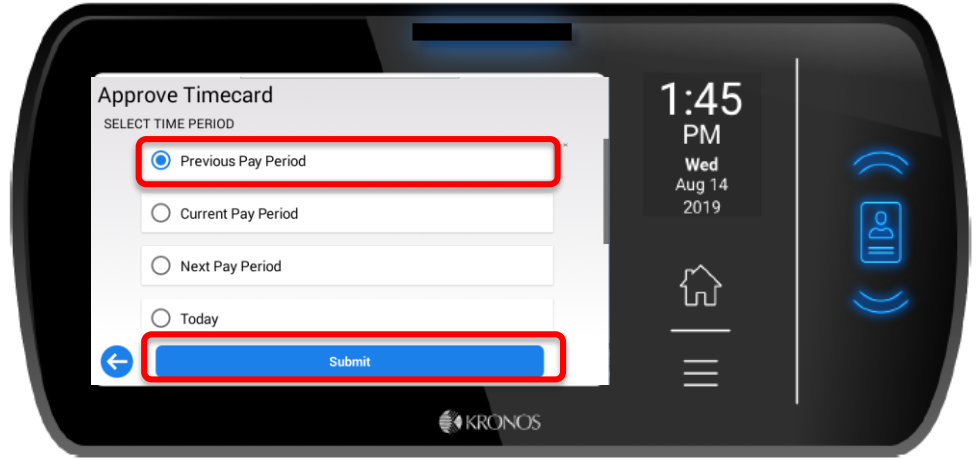
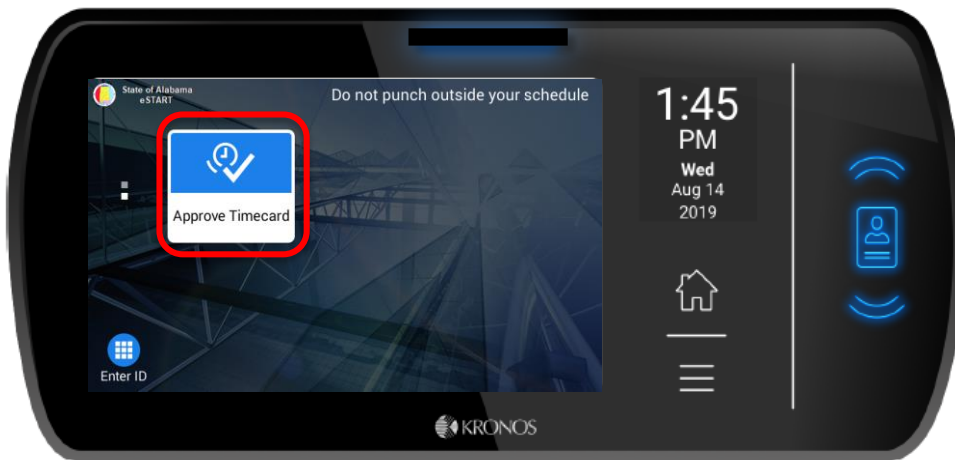


1. An employee may view the contents of their eSTART Inbox by selecting the **Inbox** soft key and performing a finger scan. **NOTE:** if the employee currently uses Outlook, these messages will also display in their Outlook mailbox.
2. Once a message displays, select it to view detailed information. Employee may scroll through the messages or delete messages. Use the blue arrow in the lower left to return to the previous screen.
3. Select the **Home** key to return to the main menu.



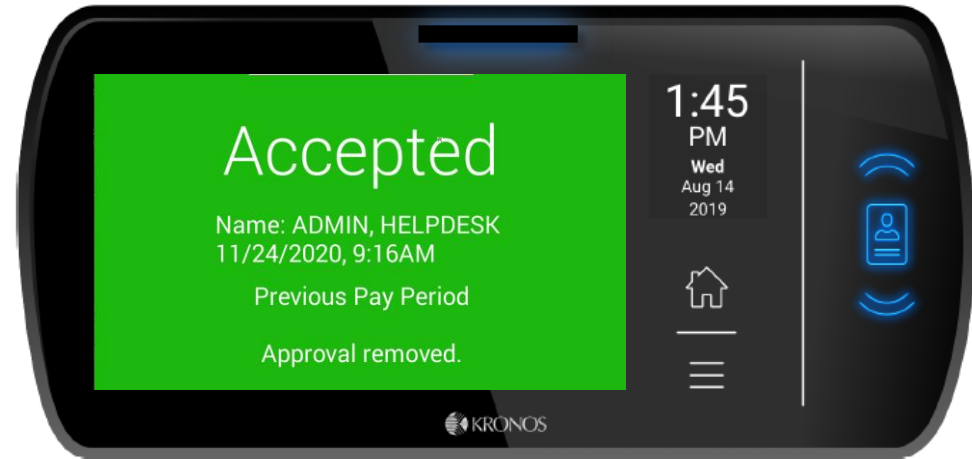
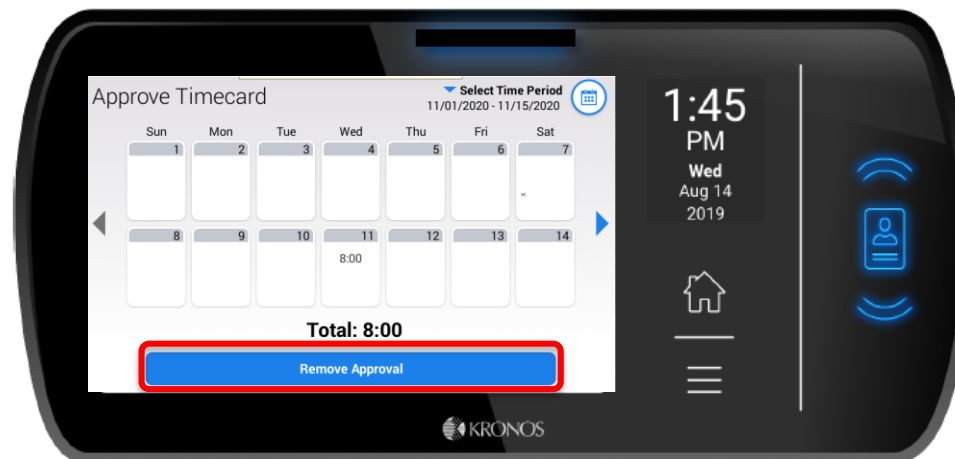
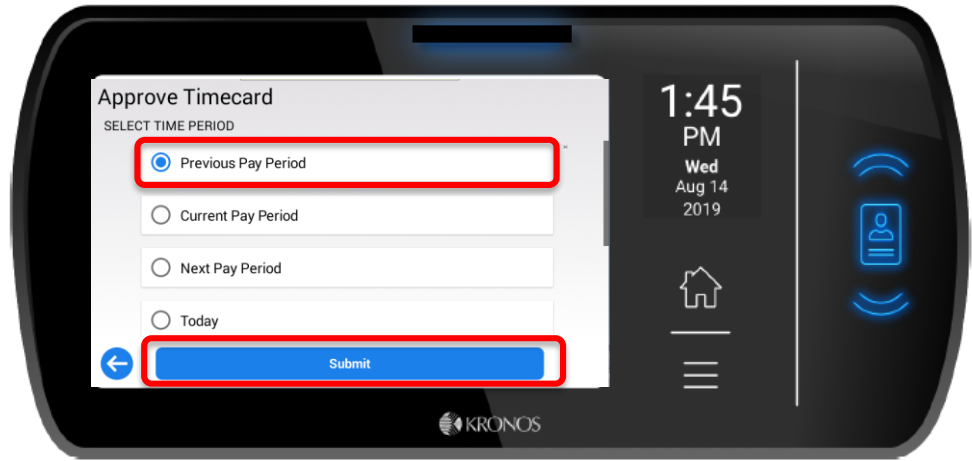
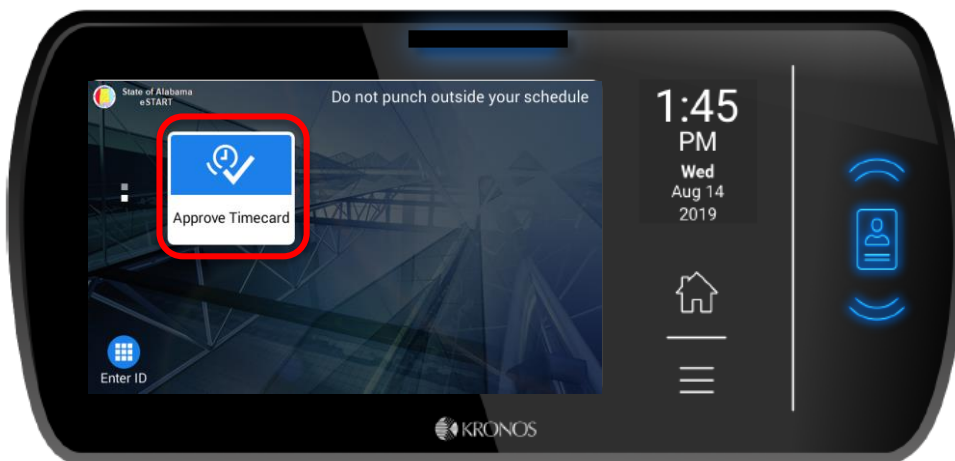
Approve Timecard

1. An employee may review and approve their timecard by selecting the **Approve Timecard** soft key and performing a finger scan. **NOTE:** Swipe up on the face of the time clock to select the **Approve Timecard** soft key.
2. Choose **Previous Pay Period** and once the timecard displays, select the **Approve** button. The **Accepted** confirmation message will display to indicate a successful approval.



To Remove Timecard Approval

1. An employee can remove the timecard approval by selecting the **Approve Timecard** soft key and performing a finger scan. **NOTE:** Swipe up on the screen to select the **Approve Timecard** soft key.
2. Choose the **Previous Pay Period** and when the timecard displays, select the **Remove Approval** button. The **Approval Removed** confirmation message will display to indicate the approval was successfully removed.



Error message number is [NGT 04-1 ({{failureCode}})]

Possible reasons for this error:

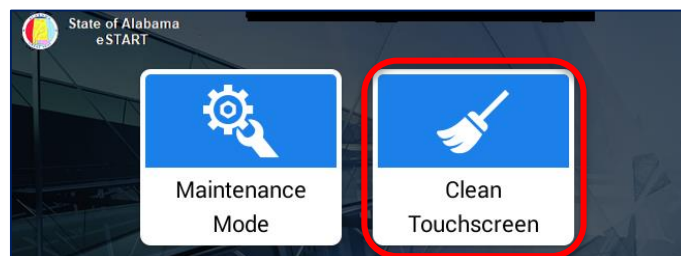
- You entered a punch earlier than your schedule permits (109)
- You entered a punch later than your schedule permits (110)
- You are attempting to punch too soon after your previous punch (101)
- Your punch interpretation rule has not been sent to the terminal.
Contact your system administrator. (102)
- Unscheduled IN punch (108). The terminal does not have a valid schedule for you; see your manager or agency administrator. Refer to the message number and the provide the failure code.

What **NOT** to Use to Clean InTouch® DX Device

- Do NOT use paper tissues or towels to clean the surface, lens or Touch ID sensor, as they may damage the surface, lens or sensor.
- Do NOT use isopropyl (rubbing) alcohol to clean the surface or lens, as the alcohol may damage the plastic casing of the surface or the lens.
- Do NOT use any solvents, such as acetone, paint thinners, turpentine, benzene, etc. on any part of the terminal.
- Do NOT use scouring pads, steel wool, or abrasives of any kind on any part of the terminal.
- Do NOT spray cleaner or water directly onto any part of the terminal.
- Do NOT use an excessive amount of water to cleanse the terminal. Excessive water can cause permanent damage to the terminal. To safely cleanse the terminal, use a clean, damp cloth to wipe away any residue left on the surface.

How to Clean the InTouch® DX Device

MANAGERS ONLY: To clean the touchscreen surface, press the **Menu** key (three bars) on the front of the unit, and tap **Clean Touchscreen**.



The system disables the touchscreen for 30 seconds, so that you can clean its surface without inadvertently performing a transaction. The system counts down the number of seconds that the touchscreen remains disabled. Spray glass cleaner on a soft, lint-free cloth and wipe the screen. After you finish cleaning the touchscreen, wait until the remaining time elapses, or tap the **Home** key to exit.

Clean the Surface

Spray glass cleaner on a soft, lint-free cloth to clean the screen and the case. Do not use paper towels. Wipe the top, bottom, and sides of the case. Do not spray cleaner or water directly on the terminal.

Important note: Use only glass cleaner to clean the surface and lens of the terminal.

Clean the Finger Scan Device

Do not apply the cleaner to the finger scan sensor. Periodically clean the sensor with diluted dishwashing liquid applied to a soft, lint-free cloth.